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8 April 1959

SUBJECT: Comment on [REDACTED] Project

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1. Time Log and Volume.

The documents are received 5-12 days after the field report date. They are received once a week and there are approximately three (3) documents each time.

2. Processing

The OCR/DD Analyst writes the codes on a 5x8 slip of paper and attaches the slip to the carbon copy flimsy, since the FI Area desk receives the mat for editing. A typist in Cable Secretariat later types the codes on the mat when it is returned from FI. In one instance the area codes were incorrectly copied, in another case the entire coding was omitted through error.

3. Coding

Since OCR/DD works with a carbon copy of the original document at the same time that FI is editing and commenting on the mat, DD does not have the benefit of headquarters comments. These comments often are very significant and may possibly change the meaning or impression of the original document.

The area desks in FI dislike title expanding on the mat so OCR/DD must write the expansion on a separate sheet of paper and match it with the reproduced document when OCR receives the processing copy. The codes must also be checked at this point to insure that the Cable Secretariat has copied them correctly.

The Analysis Branch of DD has a large collection of reference books and abbreviations which have been collected as indexing aids. These aids are of major importance when coding specialized or involved subjects. No DD analyst

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No DD analyst can possibly be knowledgeable about all the political parties organizations, and technical subjects which may appear in a given document. It is difficult to index accurately without the use of these tools.

4. Dissemination

One of the purposes of the experiment is to make a more accurate dissemination and thereby cut down the flow of documents to offices having no particular subject or area interest in some reports. Yet, [REDACTED] reports, which are regular CS documents, are being processed as [REDACTED] reports and thereby receive a standard distribution to several of CIA's Major offices: OCI, ORR, ONE, and OO. This standard distribution is incompatible with the reaction sheet which accompanies these reports and states: The form will also be used to guide the dissemination process. It permits you to indicate for example, that you should not be bothered with further dissemination on the subject in general At present, an office commenting that it has no interest in a particular report will continue to receive like reports if it is on standard distribution for the [REDACTED] series. 25X1A2g

5. Reaction Sheet Comments

Six reaction sheets have been received by Machine Division as of 7 April. These are all from OCI analysts and only one commented on the codes, stating that they were satisfactory.


6. Project Supervision and Coordination

There are several offices and groups involved in the [REDACTED] experiment. Each office has certain responsibilities and procedures which must be fulfilled. Since these responsibilities and procedures at times conflict with each other, There is need for a group or a person at the working level to supervise

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and coordinate the operations. Someone should be available to answer questions and make decisions about operational problems when they arise (e.g. value of writing title expansions, the dissemination problem, etc.)

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OCR/DD/Analysis Branch